



Notary Wording

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Notary Wording

Notary wording (also called the **notary certificate**) indicates what occurred during the time of notarization.

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- ❑ Every time you notarize, you must include notarial wording
 - ❑ Usually, this wording is either an acknowledgement, a jurat or a certified copy.
 - ❑ The Notarial Wording enables a third party to know what took place during notarization.
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Three Required Parts

- ❑ Beginning: the venue
 - ❑ Middle: the type of notarization
 - ❑ End: the notary's signature and stamp
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Beginning: The Venue

State of Nevada

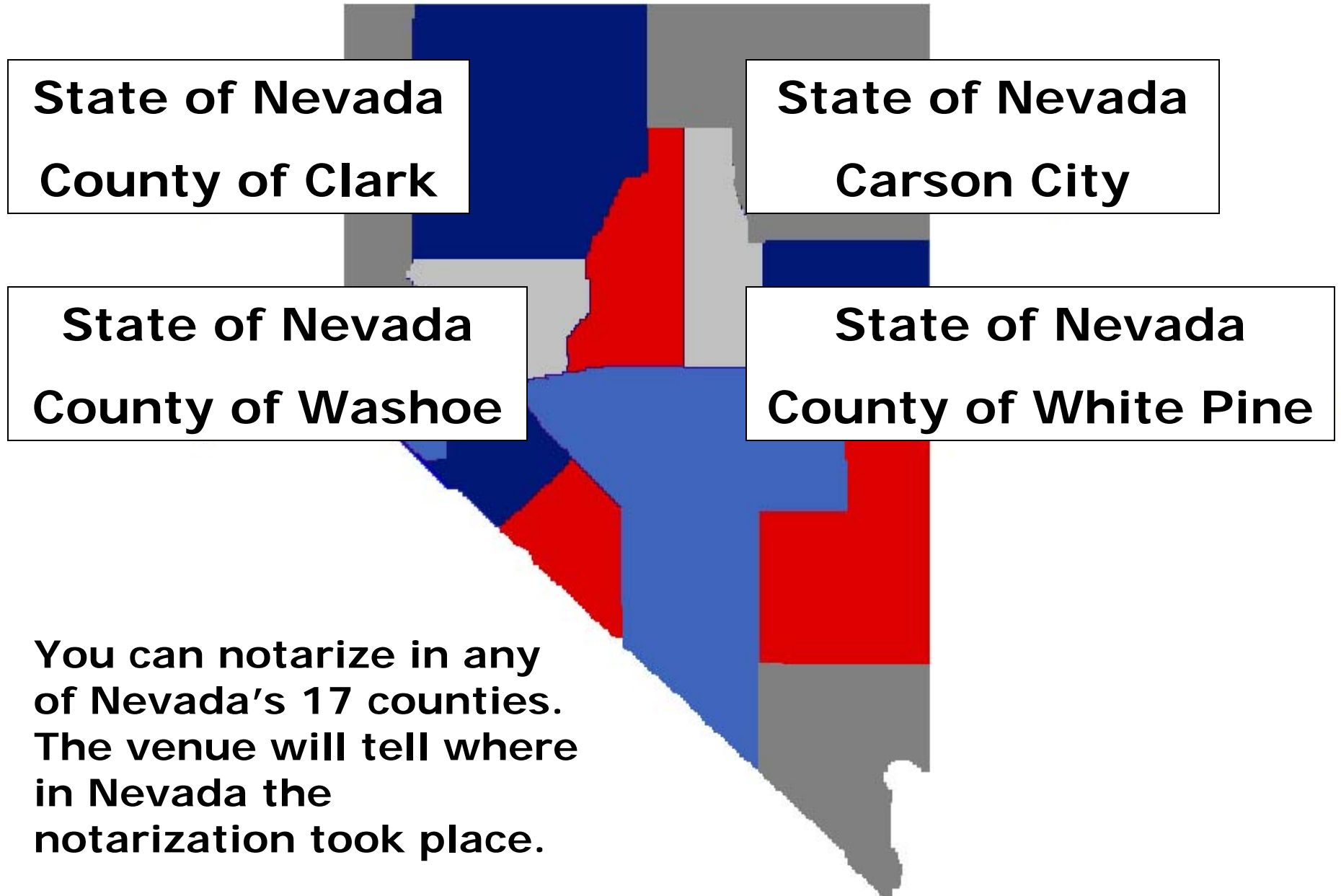
County of _____

This instrument was acknowledged before me on
.....(date).....by.....(name of person).....

(Notary stamp)

(Signature of notarial officer)

The Venue may look like this:



Middle: The type of notarization

State of Nevada

County of _____

This instrument was acknowledged before me on

.....(date).....by.....(name of person).....

(Notary stamp)

(Signature of notarial officer)

Common Types of Notarizations

☐ Acknowledgement

State of Nevada

County of _____

This instrument was acknowledged before me on...
(date)... by... (name of document signer)...

☐ Jurat

State of Nevada

County of _____

Signed and sworn to (or affirmed) before me on..
(date)... by... (name of document signer)...

Acknowledgement

State of Nevada
County of _____

This instrument was acknowledged before me on
.....(date).....by.....(name of person).....

(Notary stamp)

(Signature of notarial officer)

The acknowledgement says that the document signer appeared before the notary and acknowledged their signature on the document.

Jurat

State of Nevada
County of _____

Signed and sworn to (or affirmed) before me on
(date)..... by(name(s) of person(s) making
statement).....

(Notary Stamp)

(Signature of notarial officer)

The jurat says the document signer appeared before the notary, signed the document in the presence of the notary and swears the content of the document is true.

End: The Notary's Signature and Stamp

State of Nevada

County of _____

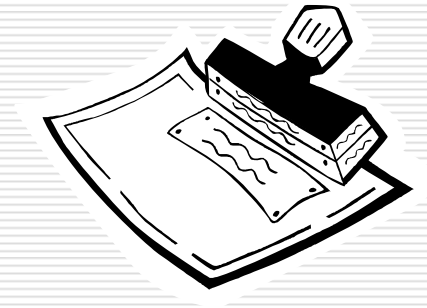
This instrument was acknowledged before me on
.....(date).....by.....(name of person).....

(Notary stamp)

(Signature of notarial officer)



&



-
- ❑ **SIGN** the document: always use the same signature.

&

- ❑ **STAMP** the document: it must be clear, near the wording and may not be over other printed text
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- ❑ If you are notarizing a document that was created without notary wording, notary wording must be added.
 - A notary is **not allowed** to decide which notary wording will be added.
 - ❑ It is up to the document signer to select the type of notarial wording to be added.
 - ❑ If the venue or the name of the document signer is missing, the notary must add them to the notary wording
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Never sign & stamp first



Follow these steps:

- ☐ Read notary wording
 - ☐ Examine signer's ID, compare picture & description
 - ☐ Require the signer to sign the journal
 - ☐ Compare signature on ID with signature in journal
 - ☐ Complete journal entries
 - ☐ Document signer will now sign the document
 - ☐ Notary completes notary wording
 - ☐ **Finally**, notary signs and stamps the document
-

There is a correct order of steps to follow when notarizing signatures.

- ☐ Never change or streamline the process. It may cause an incomplete notarization resulting in a violation of Nevada notary law.
 - ☐ Print and use the following Quick Reference Procedure to prevent errors in notarizing.
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Quick Reference Procedure

- ☐ Read notary wording
 - ☐ Examine signer's ID, compare picture & description
 - ☐ Require the signer to sign the journal
 - ☐ Compare signature on ID with signature in journal
 - ☐ Complete journal entries
 - ☐ Document signer will now sign the document
 - ☐ Notary completes notary wording
 - ☐ **Finally**, notary signs and stamps the document
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Secretary of State Notary Division

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<http://www.nvsos.gov/licensing/notary/generalinfo.asp>